Blueprint for Developing a School Food Safety Program

Presenter: Linda Stull, MS, RD
Michigan Department of Education
Grants Coordination & School Support

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Course Objectives

Develop a written food safety plan for each school food preparation and service site based on HACCP principles

Tools

- *"Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles."* USDA FNS June 2005. (79 pages)

- **http://www.fns.usda.gov/cnd/CNlabeling/Food-Safety/HACCPGuidance.pdf**

Tools

- *"HACCP Based Standard Operating Procedures",* National Food Service Management Institute, 2005. (115 pages)

- **http://sop.nfsmi.org/HACCPBasedSOPs /HACCPBasedSOPs.doc**

Tools

- USDA memo: Hazard Analysis & Critical Control Point (HACCP) in Schools – Reauthorization 2004: Implementation memo SP 11, issued Jan. 10, 2005.

- http://www.fns.usda.gov/cnd/Governance/Reauthorization_Policy_04/Reauthorization_04/2005-01-10.pdf

Introduction

- Federal Regulation

  Section 111 of the Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265) amended section 9(h)of the Richard B. Russell National School Lunch Act

Introduction

- SFAs must implement a food safety program for the preparation and service of school meals

- Program must be based on Hazard Analysis and Critical Control Point (HACCP) principles

- Conform to guidance issued by the Department of Agriculture (USDA)

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Introduction

- All SFAs must have a fully implemented food safety program that complies with HACCP principles or with USDA guidance no later than the end of the 2005-06 school year.

Definitions

HACCP

Hazard Analysis and Critical Control Point

HACCP Plan

A written document that is based on the principles of HACCP and describes the procedures to be followed to ensure the control of a specific process or procedure.

Definitions

Hazard Analysis and Critical Control Point (HACCP)

A prevention-based food safety system that identifies and monitors specific food safety hazards that can adversely affect the safety of food products.

Control Measures

Definition:

Any action or activity that can be used to prevent, eliminate or reduce an identified hazard. Control measures determined to be essential for food safety are applied at critical control points in the flow of food.

Examples of control measures are: SOPs, Critical Control Point (CCPs) or Critical Limits

Standard Operating Procedures (SOPs)

- Definition of SOP:

  A written method of controlling a practice in accordance with predetermined specifications to obtain a desired outcome.

Critical Control Point (CCP)

- Definition of CCP:

  An operational step in a food preparation process at which a control measure can be applied and is essential to prevent or eliminate a hazard or reduce it to an acceptable level.

Critical Limit

- Definition of Critical Limit:

  One or more prescribed parameters that must be met to ensure a CCP effectively controls a hazard.

Determine Needs

- Assess level of knowledge of staff

- Assess training needs

Steps for Building the Plan

HAVE A FIRM FOUNDATION IN PLACE

Is your staff fully trained ?

Are new employees trained?

Are there regularly scheduled training sessions to keep staff up-to-date?

Steps for Building the Plan

HAVE A FIRM FOUNDATION IN PLACE

Sanitation

Are food preparation areas clean and sanitary?
- hands
- utensils
- food contact surfaces

Steps for Building the Plan

HAVE A FIRM FOUNDATION IN PLACE

Assess kitchen lay-out & equipment

Assess menu items
- Can food items be properly prepared in the scheduled time?
- Can food items be cooled down to required temperatures in the scheduled time?

Steps for Building the Plan

HAVE A FIRM FOUNDATION IN PLACE

Temperature Control
- Keep cold foods cold
- Keep hot foods hot
- Cook to proper temperatures
- Hold at proper temperatures
- Record temperatures

Steps for Building the Plan

HAVE A FIRM FOUNDATION IN PLACE

Standard Operating Procedures (SOPs)

- Must be in place

- All employees must understand

- At a minimum, must be reviewed annually or more frequently as necessary

Let's Get Started!!

Steps to Develop School Food Safety Program

1. Develop, document & implement SOPs
2. Identify & document menu items according to Process Approach
3. Identify & document Control Measures and Critical Limits
4. Establish monitoring procedures
5. Establish corrective action
6. Keep records
7. Review & revise

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Baseline Assessment

- Prerequisite Program Checklist

  http://www.iowahaccp.iastate.edu/plans/index.cfm?CatList=14,16&ParentID=16&sectionid=2

Complete checklist to identify which prerequisite programs are implemented in your district and which ones need to be implemented.

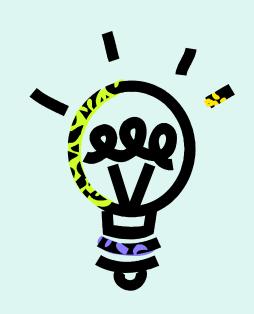# SOPs

- Checklist for Standard Operating Procedures (SOPs)

  http://www.iowahaccp.iastate.edu/plans/index.cfm?CatList=14,16&ParentID=16&sectionid=2

  SOPs are needed to guide the food safety program in your district.

SOPs

- Remember – SOPs have already been developed by NFSMI. You just need to customize them!

SOPs

Determine which SOPs are needed for each site serving food

Suggestion:

    - Assign each site manager the task of putting together a SOP manual for their site

Process Approach

Categorize menu items into one of three processes:

1. Process 1 – No Cook

2. Process 2 – Cook and Serve Same Day

3. Process 3 – Complex Food Preparation

Identify and Document Control Measures and Critical Limits

Illustration of Terms

- Making tacos using raw ground beef:

Control measure is cooking ground beef to correct temperature to eliminate growth of harmful bacteria.

CCP is the cooking step.

Critical limit for ground beef is to cook to 155° F for 15 seconds.

Where to List Control Measures

Some of the places where Control Measures can be listed:

- On Process Approach sheets
- On production records
- On recipes
- On SOPs

Monitoring Procedures

Monitoring Procedures can be included on the SOPs.

Refer to USDA HACCP based SOPS as a reference.

Corrective Action

Corrective Actions can be included on the SOPs.

Refer to NFSMI HACCP based SOPS as a reference. (pages 99 – 104)

Record Keeping

Refer to page 66 of USDA Guidance Manual and Section IV.

Examples of Record Keeping and the frequency of documentation is shown on pages 66 – 78.

Review and Revise

The dates of review and revision can be included on SOPs.

Sample Food Safety Program

- Prototype forms for use when completing a food safety program (Wisconsin):

- http://dpi.wi.gov/fns/doc/fdsafetyforms.doc
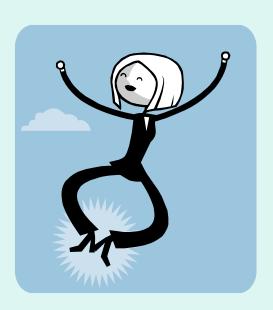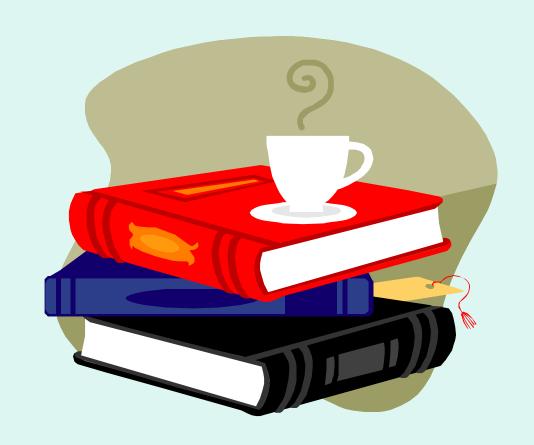
In summary . . .

Before workshop
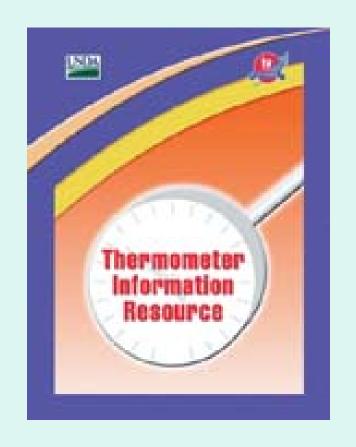
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After workshop
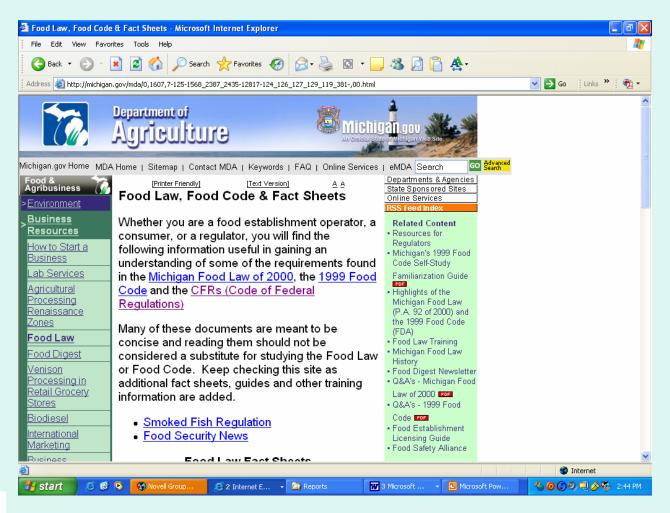
Additional Resources

Food Safety Training Resources

- National Food Service Management Institute
- Thermometer Information Resource

- http://www.nfsmi.org/Information/thermometer_resource.html

Michigan Department of Agriculture

Michigan Department of Agriculture

- www.michigan.gov/mda

Click on Food & Agribusiness

Click on Food Safety

Click on Food Law

   * 12 Food Law Fact Sheets (based on 1999 FDA Food Code adopted by MI)

Click on Other Documents

   * 1-6 are good references

Michigan Department of Agriculture

- **Food Law Fact Sheets**1)[Obtaining the 1999 Food Code](#)2)[Food Safety Manager Knowledge, "Person in Charge"](#)3)[Food Employee Health](#)4)[Food Employee Personal Hygiene](#)5)[Handwashing](#)6)[Gloves](#)7)[Bare Hand Contact with Ready-to-Eat Foods](#)8)[Date Marking](#)9)[Potentially Hazardous Foods](#)10)[Cleaning and Sanitizing](#)11)[Consumer Advisories Brochure -- Serving Undercooked Food](#)12)[HACCP in Retail Establishments](#)

Food Safety Training Resources

- Local Health Departments

- http://www.malph.org/

- Click on Directory to find the contact information for county health departments

Food Safety Training Resources

- Register for Food Safety and Sanitation classes through Education and Training Connection:

- http://www.etc-1.com/foodserv.htm

Food Safety Training Resources

- National Food Service Management Institute
- Serving It Safe, 2nd edition

- http://www.nfsmi.org/Information/sisindex.html

Food Safety Training Resources

- National Food Service Management Institute
- Wash Your Hands

- http://www.nfsmi.org/Information/handsindex.html